

SCOPE OF WORK FOR LOGISTICAL COMPANY

Purpose: to assist U.S. Centers for Disease Control and Prevention (CDC) in conducting a training on “Qualitative Research Methods” according to the table below.

Title: Qualitative Research Methods

Dates: December 10-12, 2013

Duration: 3 days

Venue: Hotel in Tashkent region (options: “Oltin Olma”, “Pyramids” etc)

Total number of participating people: 50

Participants: 40 (throughout the country)

Trainers/Facilitators: 5 (including 2 from CDC/Atlanta, 1 from CDC/Almaty and 2 from CDC/Tashkent)

Interpreters: 2 (from Tashkent)

CDC/UZ: 3 (from Tashkent)

Items	Days/unit	Pax/unit	Comments
PARTICIPANTS			
Transportation from Tashkent or relevant region to the workshop venue and back	1	40	Please arrange and pay or reimburse for transportation of 40 participants from Tashkent or relevant region to the workshop venue on December 9, 2013 and back on December 12. Preliminary structure of participants: 26 participants from Uzbekistan region (by 2 participants from each region) and 14 from Tashkent. Although the number of participants is fixed, the structure of participants (Tashkent and non-Tashkent participants) is subject to change, please budget accordingly.
Lodging	3	40	If the hotel space allows, please reserve and pay for 40 single rooms for 40 participants at the hotel where the workshop will take place (1 person in the room). The lodging rate should not exceed \$80.00 per person. If the hotel is small, or cost per person exceeds \$80.00, please reserve and pay for 20 double rooms for 40 participants at the hotel where the workshop will take place (2 persons in the room). Please take into consideration participants' gender. Arrival date: December 9; departure date: December 12 (3 nights).
Per diem allowance	3.5	40	Please budget \$217.00 per person for 3.5 days of travel.

Items	Days/unit	Pax/unit	Comments
PAX KIT			
Binders	1	50	Please purchase 50 two- or three-ring binders to organize workshop materials. The binder will contain up to 300 pages (150 sheets) – please budget accordingly.
Notepads	1	50	Please purchase 50 A5 notepads.
Pens	1	50	Please purchase 50 pens.
Nametags	1	45	Please arrange 45 nametags for 40 participants and 5 trainers. Nametags should be bilingual – one side in English and the other in Russian. Each side should consist of person's name and place of work. The list of participants will be provided.
Certificate	1	40	Please arrange 40 certificates for 40 participants. CDC representative will provide the ready-to-print certificate by e-mail. The name of each participant should be printed and NOT written by hand on certificate.
Print materials	1	50	Please arrange 50 copies of handouts, including 45 copies in Russian and 5 copies in English. CDC representative will provide the ready-to-print materials by e-mail. Each handout will have up to 300 pages (150 sheets); two-side black and white printing. The printing of handouts should be of high quality; all characters, graphs and pictures of the handouts should be seen well. The handouts should be placed into the binder. The binder should have color cover page and dividing tabs to split the handouts by sections (Agenda, Participants list, Presentations Day 1, Presentations Day 2, Presentations Day 3, Exercises and Other Resources). The pilot copy of the handout should get approval from CDC representative before all copies are printed.
Group photo	1	45	Please arrange a photographer for one hour during one day of the training. The photographer will be requested to take several pictures during the training session and a group photo during the break. The quality of the pictures should be professional with nice composition, appropriate focus and resolution. Please arrange 45 hard copies of group photo. Please pass electronic version of the pictures to CDC representative.
EQUIPMENT AND SUPPLIES			
Flipchart stand and paper	3	5	Please arrange 5 flipchart stands and 8 sets of paper.
Markers	3	5	Please arrange 5 markers
LCD projector	3	2	Please arrange 2 LCD projectors at the conference hall during three training days. One projector will show presentations in English and other one in Russian.
Laptop	3	2	Please arrange 2 laptops at the conference hall during three training days. One laptop will show presentations in English and other one in Russian.

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Wall Screen	3	2	Please arrange 2 wall screens at the conference hall during three training days. One screen will show presentations in English and other one in Russian.
Extension cord	3	2	Please arrange appropriate number of extension cords (at least two) to connect all equipment in the conference hall during three training days.
Adaptors	3	2	Please arrange adaptors to connect US plug into European outlet or vice versa.
Pointers	3	2	Please arrange at least two pointers during three days of the training.
Board with event title and appropriate logos	3	1	Board should stand by conference hall door with event title and appropriate logos. Design will be provided by CDC (size: 50*100 sm)
Equipment for simultaneous translation	3	1	Please arrange appropriate equipment for simultaneous translation for at least 50 participants.
Microphones and acoustic systems	3	2	Microphones on the table for participants – at least one microphone for two participants. Two wireless microphones for trainers. Acoustic system.
Other equipment/supplies	3	1	Please ensure that the following will be available at the venue for trainers usage: scanner, printer, and internet access.
Conference room	3	1	Please arrange a conference room at the venue. The tables should be set in a classroom manner – at least 5 people per table. The conference room should have a booth for simultaneous interpreters.
INTERPRETERS			
Lodging	3	2	Please reserve and pay for 2 single rooms for two interpreters in the hotel where the workshop will take place. Arrival day: December 09; departure day: December 12.
Per diem allowance	3.5	2	Please budget \$217 for each interpreter for 3.5 days of travel.
OTHER ISSUES			
Badges	50	1	CDC office will print out badges
Translation of materials	300	1	Written translation is not part of this scope of work. CDC representative will coordinate written translation separately.
Interpreters fee	3.5	2	Interpreters' fee is not part of this scope of work. CDC representative will coordinate the payment to interpreters separately.
Food and beverages	1	1	Food and beverages are not part of this scope of work. Agenda of the training suggests 3 breaks during the training day. All participants, trainers and interpreters will pay for food themselves. However, please make sure that facilities will be able to provide food and beverages for event participants.

Items	Days/unit	Pax/unit	Comments
Reservation for CDC staff	3	8	Please reserve 8 single rooms at the workshop venue for CDC staff; CDC reps will pay for lodging themselves. Arrival date: December 9; departure date: December 12.
Rooms on December 12	1	50	The agenda suggests that the workshop will end at 17.30 on December 12. Please make sure that participants, trainers and interpreters have access to the rooms at least until lunch (preferably for no additional fee).
On-site coordinator	3	1	Please arrange on-site coordinator for event troubleshooting.